



OFFICE MEMORANDUM

DATE: December 23, 1997

TO: Region Engineers
TSC Managers
Region Field Engineers/Construction Engineers
Resident/Project Engineers
Construction Office Engineers

FROM: C. Thomas Maki
Chief Operations Officer

Gary D. Taylor
Chief Engineer/Deputy Director
Bureau of Highway Technical Services

SUBJECT: **Bureau of Highway Instructional Memorandum 1997-J**
Recommendation/Authorization and Progress Schedule
Approval Procedures

The following approval requirements have been established to assure consistency throughout the Regions.

ADMINISTRATIVE BOARD LIMITS -These limits reflect the current Administrative Board requirements and show amounts that need Ad Board approval.

<u>Original Contract Price</u>	<u>Changes</u>	<u>Extras and Adjustments*</u>
\$0 to \$800,000	Any amount of the final contract price over 110 percent of the original contract price.	Any amount over a total \$48,000 per contract
\$800,000 and Greater	Any amount of the final contract price over 110 percent of the original contract price.	Any amount over a total 6 percent of the original contract price or \$100,000 per item or related items (ie. an extra or adjustment cannot be split among related items to avoid Ad Board review).

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*Contract mandated adjustments such as Quality Assurance adjustments do not count against balance of extras. For an extra item that has an associated decrease in a regular work item on the same recommendation, only the offset amount applies against the balance of extra. The Resident/Project Engineer must so note offset items on the recommendation.

REGION ENGINEER AUTHORIZATION LIMITS -The Region is authorized to approve Recommendation/Authorizations according to the following limits:

<u>Original Contract Price</u>	<u>Changes</u>	<u>Extras & Adjustments</u>	<u>Extension of Time</u>
\$0 to \$800,000	+/- \$10,000 per Item not to Exceed \$50,000 per Total Auth.	\$24,000 Total per Contract	All
\$800,000 and Greater	+/- \$20,000 per Item not to Exceed \$100,000 per Total Auth.	3 percent of Original Contract Price Unless any one Item is Greater Than \$100,000.00	All

ENGINEER OF CONSTRUCTION AND TECHNOLOGY APPROVAL -Recommendations/Authorizations that exceed the limits established for the Region must be approved by the Engineer of Construction & Technology (or designated representative). The Engineer of Construction & Technology (or designated representative) must approve all Progress Schedules in addition to the approval by the Region.

FHWA APPROVAL -In addition to the above approvals, FHWA approval is required as follows:

	Changes	Extras
EXEMPT PROJECTS	Region/C&T	Region/C&T
NON-EXEMPT PROJECTS	Region/C&T	FHWA

NOTE: Extensions of time for FHWA funded Incentive/Disincentive projects are very rarely allowed and must have FHWA approval.

DELEGATION OF REGION ENGINEER'S RECOMMENDATION/AUTHORIZATION APPROVAL AND APPROVALS ON PROGRESS SCHEDULES -The Region Engineer can delegate authorization authority for Progress Schedules and Recommendations to a Licensed Engineer Manager 14

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or above. The delegate must have appropriate experience in Construction Contract administration. The Region Engineer remains responsible for all such delegated approvals.

To facilitate processing, each Region Engineer shall notify the Engineer of Construction & Technology in writing of who has Recommendation/Authorization approval authority in their Region, and what level of Recommendation/Authorization approval is delegated. If the Region Engineer does not delegate this authority, they must also state this in writing to the Engineer of Construction & Technology. Please send this notification by January 14, 1998 and from then on notify of any changes in delegation. Only those persons delegated in writing by the Region Engineer can authorize Recommendations/Authorizations and approve Progress Schedules for the Region.

RECOMMENDATION/AUTHORIZATION SIGNATURE PROCEDURES -

Signature Space				
Type of Document	"Prepared by Project Engineer"	"Prepared by Resident Engineer"	"Recommended by District Field Engineer"	"Authorized by Engineer of Construction"
Rec./Auth. Meeting Region Approval Criteria	Blank	Blank	MDOT Resident Engineer	Delegated Region Authority
Rec./Auth Requiring Approval by Engineer of C&T	MDOT Project Engineer or . . .	MDOT Resident Engineer	Delegated Region Authority	Engineer of C&T or Designated Representatives
Local Agency Projects where Rec./Auth. meet Region Approval Criteria	Local Agency Engineer		MDOT Resident Engineer	Delegated Region Authority
Local Agency Project where Rec./Auth. Requires Approval by Engineer of C&T	Local Agency Engineer	MDOT Resident Engineer	Delegated Region Authority	Engineer of C&T or Designated Representatives

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CONSULTANT PROJECTS -For projects where the department hires a consultant to provide inspection services only, there is no change in the above procedures. For projects where the department hires a consultant to provide a project engineer to oversee the project, the following signature procedures shall be followed:

Signature Block				
Type of Document	"Prepared by Project Engineer"	"Prepared by Resident Engineer"	"Recommended by District Field Engineer"	"Authorized by Engineer of Construction"
Rec./Auth.. That Meets Region Approval Criteria	Consultant Signs Changing "By" to "For"	MDOT Resident Engineer Changing "By" to "Recommended by"	Blank	Delegated Region Authority
Rec./Auth. Requires Approval by Engineer of C&T	Consultant Signs Changing "By" to "For"	MDOT Resident Engineer Changing "By" to "Recommended by"	Delegated Region Authority	Engineer of C&T or Designated Representative
Local Agency Projects Where Rec./Auth.. meet Region Approval Criteria	Local Agency Engineer	Consultant Signs Changing "By" to "For"	MDOT Resident Engineer	Delegated Region Authority
Local Agency Project where Rec./Auth.. Requires Approval by Engineer of C&T	Local Agency Engineer	Consultant Signs Changing "By" to "For"	Delegated Region Authority	Engineer of C&T or Designated Representatives

NOTE: When hiring consultants to oversee local agency projects, they must be supervised by the person delegated by the Region to authorize Recommendations/Authorizations.

The expected time frame from receipt of a Recommendation in Lansing to anticipated payment on an

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estimate are as follows:

Received in Lansing, authorized from field -expected process time is two days.

Received in Lansing, needing Lansing authorization -expected process time is three days.

Received in Lansing, needing Administration Board approval -see attached schedule.

Estimates can be signed by the consultants "for" the MDOT Resident Engineer and processed directly to Lansing, except the Final Estimate that must be signed by the MDOT Resident Engineer.

The Resident/Project Engineer can allow Work Orders to be signed by a Consultant. The Consultant shall change the "by" to a "for" the MDOT Resident Engineer, but must note that it was "discussed with" the Resident/Project Engineer. Also, the name of the MDOT Resident/Project Engineer must be shown on the work order. The Consultant can then process it directly to Lansing.

To aid in the evaluation of the Consultant's services, projects that have a Consultant doing full Construction Engineering Services will require a final project record review. After one construction season, we will review the above procedures to determine if they are appropriate.

If you have any questions about appropriate signatures, please contact Rod Collins at 517-373-2308.

Chief Operations Officer

Chief Engineer/Deputy Director
Bureau of Highway Technical Services

Attachments

BOHTS:C&T:JTL:KJH:RC:kh

Subject Index: Authorizations

cc: Lansing C&T Division Engineers

MRBA

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Lansing C&T Division Technicians
Real Estate, M. Frierson
Design Division
OEO, A. Shuber
G. Taylor
T. Maki
M. VanPortFleet
J. Reincke
AUC

MAPA
MCPA
MCA
MAA
R. Knapp
R. Beckon
P. Rang
FHWA
CRAM

Extras to Jean	Extras to Vanessa	Overruns to Jean	Overruns to Vanessa	Info to Commission	Commission Meeting	T & NR Meeting	Ad Bd Meeting
12-23-97	1-5-98	1-6-98	1-8-98	1-22-98	1-29-98	2-11-98	2-17-98
1-21-98	1-28-98	1-29-98	2-5-98	2-19-98	2-26-98	3-11-98	3-17-98
2-18-98	2-25-98	2-26-98	3-5-98	3-19-98	3-26-98	4-15-98	4-21-98
3-18-98	3-25-98	3-26-98	4-2-98	4-16-98	4-23-98	5-13-98	5-19-98
4-15-98	4-22-98	4-30-98	5-7-98	5-22-98	5-28-98	6-10-98	6-16-98
5-13-98	5-20-98	5-28-98	6-4-98	6-18-98	6-25-98	7-15-98	7-21-98
6-10-98	6-17-98	7-1-98	7-9-98	7-23-98	7-30-98	8-12-98	8-18-98
7-8-98	7-15-98	7-30-98	8-6-98	8-20-98	8-27-98	9-9-98	9-15-98
8-5-98	8-12-98	8-25-98	9-1-98	9-15-98	9-22-98	10-14-98	10-20-98
9-2-98	9-10-98	10-1-98	10-8-98	10-22-98	10-29-98	11-11-98	11-17-98
9-30-98	10-7-98	10-22-98	10-29-98	11-12-98	11-15-98	12-9-98	12-15-98
10-28-98	11-4-98	11-17-98	11-14-98	12-10-98	12-17-98		

The dates "to Jean" are the dates the Lansing Contract Management Unit has to have the official write up to Jean. The recommendation involved must be in Lansing previous to this date.

All dates subject to change.

